

(CLASSIFICATION)

63-5775

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-271Date 16 July 1963TO : **Executive Committee**SUBJECT : **External Distribution of Memoranda and Reports  
Prepared for the DCI**

REFERENCE:

All units are reminded that reports or memoranda, both on substantive and other matters, prepared specifically at the request of the DCI or his office should not be distributed externally until he, personally, has given approval. It is the responsibility of the originating unit to obtain this release from the Director's office.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

LBK:drm

Distribution: Original &amp; 7 - Addressees

1 - ER

① - ExDir

DD/I  
DD/P  
DD/S  
DD/R  
OGC  
Comptroller  
IG  
AD/NE

SUSPENSE DATE:

(CLASSIFICATION)

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
SENDER WILL CHECK CLASSIFICATION ON TOP AND BOTTOM					
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	DDCI 7/19/58		7/19	OK [Signature]	
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	

Remarks:

*This is what DCI  
meant in re. Sherman  
Kent memo - per LBR.  
If OK by you, will  
issue.  
LBR*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE